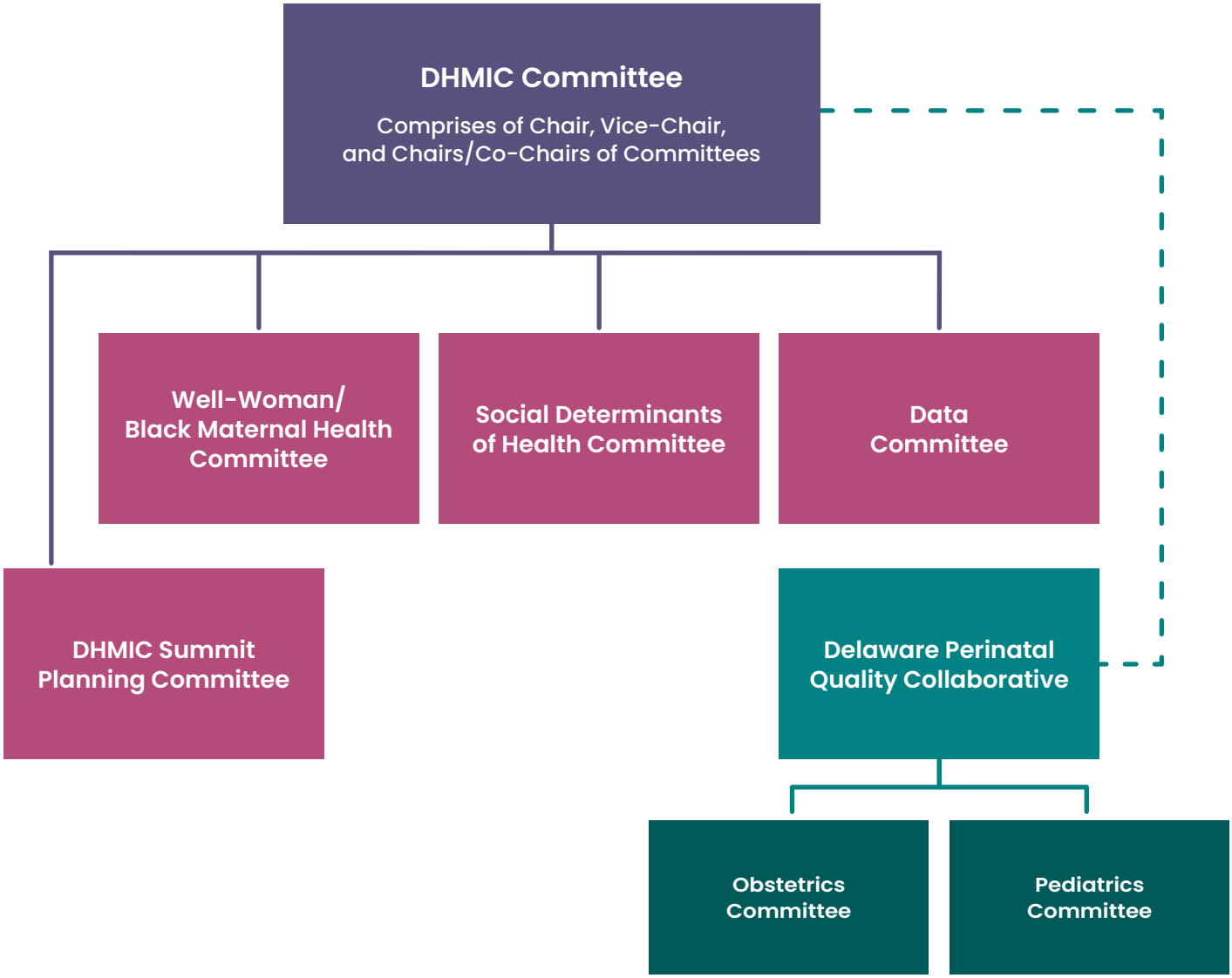
Delaware Healthy Mother and Infant Consortium (DHMIC)

COMMITTEES AND WORKGROUPS ORGANIZATION CHART



RECOMMENDATIONS:

Bylaws should be revised to reflect the four new committees (in pink). Committees need to have specific goals and objectives, have chairs and/or co-chairs, and be staffed by DPH. Each committee should have a charter that is reviewed and updated annually. DHMIC should utilize committees to make key decisions that impact the organization at various levels. Committees conduct and monitor much of the strategic work that occurs at DHMIC. A committee can only do what DHMIC asks it to do; it cannot act independently of DHMIC. However, if a committee has an idea that it feels will benefit the organization, it can bring that idea to the Executive Committee. Agendas and minutes must be posted, and meetings are open to the public. The DHMIC/Executive Committee has the discretion to add ad hoc committees that are time bound to work on emergent issues.

Workgroups (in teal) are subgroups of committees focused on strategic initiatives. They are appointed by the committee chair(s) to work on a specialized component of the overall committee's goals. Workgroups should be focused, time-limited, and aligned with the mission and vision of DHMIC. Workgroups often utilize subject-matter experts who are acknowledged for their work with a specific workgroup but do not become members of the workgroup's parent committee. Workgroups must report back to the committee, and progress made should be reflected in committee meetings. Workgroups are less formal than committees, but to ensure alignment with the overall DHMIC mission, committees that would like to launch a strategic initiative workgroup need to present purpose, estimated length of time and proposed members to the DHMIC Executive Committee for approval.